

# DIRECTIVE

## WORKFORCE INVESTMENT ACT

Number: WIAD01-9

Date: October 2, 2001  
69:26:jp:4713

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: APPLICATIONS FOR RAPID RESPONSE FUNDING **(INACTIVE)**

### EXECUTIVE SUMMARY:

#### Purpose:

This directive facilitates a localized, decentralized process for delivery of Rapid Response (RR) activities.

#### Scope:

This directive provides guidance for applying for State funding to meet the necessary and reasonable costs of delivering required and (if requested) allowable RR activities in all of California's Local Workforce Investment Areas (LWIA) during the 2001-02 Program Year (PY).

#### Effective Date:

This directive is effective upon release.

### REFERENCES:

- Workforce Investment Act (WIA) sections 101(38), 133(a)(2) and 134(a)(2)(A)(i)
- Title 20 Code of Federal Regulations (20 CFR) Part 652 et al. Workforce Investment Act; Final Rules, sections 665.300 through 665.330.
- *California's Strategic Five-Year Plan*, Section IV.B.13

### STATE-IMPOSED REQUIREMENTS:

Other than for federal citations and rules, this directive consists entirely of State-imposed requirements.

### FILING INSTRUCTIONS:

This directive supersedes Directive WIAD00-5 dated November 22, 2000, and finalizes Draft Directive WIADD-14, issued for comment on June 20, 2001. Retain this directive until further notice.

## **BACKGROUND:**

The WIA defines RR activities as a State responsibility. It does, however, also permit states to designate another entity to carry out these responsibilities. Pursuant to this authorization, California uses a decentralized RR strategy. The State delegates its RR responsibilities, and awards its RR funding, to local entities throughout the State to defray their costs of providing the RR services that are needed to appropriately respond to all dislocation events within each LWIA.

## **POLICY AND PROCEDURES:**

### **General Provisions:**

All local Chief Elected Officials (CEO) that have WIA responsibility in California are hereby invited to work in conjunction with their respective Local Workforce Investment Boards (LWIB), One-Stop operators, and One-Stop partners, as appropriate, to prepare and submit applications for funding to meet the anticipated RR needs in their Local Areas during PY 2001-02. Applications will be accepted from either local WIA grant recipients or local WIA grant sub-recipients/fiscal agents, or their administrators if they have been authorized by their CEOs/governing boards to act in their behalf in respect to WIA matters.

Applications will also be accepted from other entities (or their authorized administrators). To ensure coordination and non-duplication of RR services, "other entity" applicants must demonstrate (in cover letters) that their proposed RR activities are essential to meet the otherwise unmet RR needs of special populations. They must also demonstrate that they will not duplicate or conflict with RR services provided by local WIA grant recipients or local WIA grant sub-recipients/fiscal agents in all the LWIA's where the "other entity" applicants propose to provide RR services.

Applications submitted by LWIAs must justify the total RR funding needed in the LWIA to defray the costs of all the RR services required by WIA, and any of the allowable RR activities that are needed in the LWIA, from July 1, 2001, through June 30, 2002. Funding decisions will be made early in PY 2001-02 based on the strength of the justifications and demonstrated local needs provided in each application.

To permit uninterrupted RR services between July 1, 2001, and State approval of total RR funding for PY 2001-02, the State will unilaterally modify all current LWIA subgrants to extend the availability of their current PY 2000-01 RR funds through June 30, 2002. The State will also unilaterally add an initial increment of additional RR funds equal to one-fourth of each LWIA's total PY 2000-01 RR funding. These funds must be expended for RR activities described in 20 CFR 665.300 through 665.320.

The State will determine each LWIA's RR funding for PY 2001-02 on the basis of its funding application submitted pursuant to the guidance in this Directive. After approval by the California Health and Human Services Agency on behalf of the Governor, and upon receipt of the LWIA's PY 2000-01 fourth-quarter expenditure report, the State will provide a Second Increment of RR funds. The total of carry-forward funds, the Initial

Increment, and the Second Increment will equal the LWIA's total approved RR funding for PY 2001-02.

It is understood that LWIAs may have found it necessary to postpone to PY 2001-02 some still-needed major purchases they proposed in their PY 2000-01 RR applications, and that were approved by the State. The LWIA PY 2001-02 RR funding applications need to address, and budget for, any such postponed major purchases. To assist State reviewers, any such major purchases and their costs need to be clearly labeled "*POSTPONED PURCHASE*" in the PY 2001-02 RR application. This will help State reviewers determine whether an increase of the total funding request as compared with the PY 2000-01 award reflects use of carry-forward funding for postponed major purchases that have previously been approved or constitutes an actual increase. In the latter event, a brief, cogent statement regarding the factors that necessitate the increase needs to be provided in a cover letter.

While it is entirely at the discretion of the local partners, the State encourages LWIAs to work together, to the extent it is practical and possible, to prepare and submit single, cooperative RR funding applications on a regional basis. Such regional applications would be particularly appropriate for contiguous LWIAs that jointly serve single labor markets. Regional applications must be submitted by the single entity that has been designated by the participating LWIAs' CEOs to receive the RR funding requested. This single entity would typically provide integrated, labor-market-wide RR services. However, the single entity may also subcontract RR functions to other local entities provided it exercises appropriate controls to promote highly coordinated delivery of RR services throughout the region.

The Employment Development Department's (EDD) Job Service Division also will receive WIA funding for RR activities in the LWIAs. This funding will be provided separately from the RR funding process described in this Directive. Therefore, the anticipated costs of EDD participation in local RR activities should *not* be included in RR funding applications submitted in response to this directive.

The State expects all entities that receive RR funds to plan, coordinate, and link their RR activities so that they are delivered seamlessly in order to comprehensively address the RR needs of employers and dislocated worker groups in each LWIA. Statements from the applicant attesting to such coordinated planning and linkages must be included in all RR funding applications.

Since the incidence of business closures and substantial layoffs in the LWIAs is difficult to anticipate, the RR funding requested in this application might subsequently be found to be insufficient to meet local needs through June 30, 2002. Therefore, recipients of RR funding are not precluded from submitting supplemental applications at any time throughout PY 2001-02. However, unless otherwise determined later, all RR funding for PY 2001-02, including any funds carried forward from PY 2000-01, will be available for expenditure only through June 30, 2002. Another application process will be initiated in the latter part of PY 2001-02 to award RR funds for PY 2002-03.

Applications and supplemental applications approved for funding will become the approved project plans used for program monitoring and evaluation purposes.

**Documentation:**

Documentation instructions are provided in the Application Guidelines and on the preprinted Funding Application Transmittal Page, Signature Page, Narrative, Budget Summary, and Equipment Summary forms.

**ACTION:**

Submit completed initial applications by Wednesday, July 18, 2001, to:

Steve Saxton, Manager  
Program Section  
Workforce Investment Division  
P.O. Box 826880, MIC 69-1  
Sacramento, CA 94280-0001

The purpose of the due date is to allow State staff to assess applications and prepare a consolidated funding recommendation for timely submission to the California Health and Human Services Agency, which will make funding decisions on behalf of the Governor. Accordingly, applicants are encouraged to submit fully executed applications by the due date. However, since this is not a competitive solicitation, faxed applications that have been fully approved at the local level but lack official signatures will be accepted, provided fully executed applications are submitted promptly thereafter.

Submit supplemental applications and amendment requests to the attention of the Workforce Investment Division's Regional Advisor assigned to your LWIA, at the above address.

Funding decisions will be communicated to applicants in writing.

**INQUIRIES:**

If you have questions about this directive or the application process, please contact your [Workforce Investment Division Regional Advisor](#).

/S/ BILL BURKE  
Chief

Attachments are available on the Internet:

1. [WIA California Rapid Response Assistance Application Guidelines](#) (PDF)
2. [WIA PY 2001-02 California Rapid Response Assistance Funding Application](#) (DOC)(185k)